

**RECORDS TRANSMITTAL AND RECEIPT**

Complete and send original and one copy of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

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1 TO (Complete the address for the records center serving your area as shown in 36 CFR 1228.150.)

5 FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address.)  
**SAMPLE**

Federal Records Center

Washington, DC – Stop 386

NIH Records Management Officer  
National Institutes of Health  
6011 Executive Blvd, Rm 601  
MSC 7669  
Rockville, MD 20892-2075

2	AGENCY TRANSFER AUTHORIZATION	TRANSFERRING AGENCY OFFICIAL (signature and title) John Smith NIH Records Management Officer	DATE 6/1/2000
3	AGENCY CONTACT	TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No) Jane Doe, 301-555-0000 01/2A34	
4	RECORDS CENTER RECEIPT	RECORDS RECEIVED BY (Signature and Title) Ann White Chief, Accession and Disposal Branch	DATE 6/25/2000

6 **RECORDS DATA** *Fold Line*

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (with inclusive dates of records)	RESTRIC-TION	DISPOSAL AUTHORITY (schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
443	02	9750		1/24	^Z9  National Library of Medicine  Records of basic experimental and statistical data. 1998-2000  These records are eligible for destruction on 01/2012. Joe Brown  Special Purpose Boxes: XRA (18 x 15 x 5-1/2)  Media: PBN, PBP, XRA  These records are not tobacco related. These records are not Katrina related. Jane Doe  Privacy Act (09-25-0099)	W	Chapter 1742 3000-G-3-b	01/2012	01/23-45-6-7			